

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/17/16

CLOSING DATE: 08/24/16 (4:30 PM)

SCDC INTERNAL TITLE: ADMINISTRATIVE COORD I SCDC POSITION #: 013705
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: RECRUITING & EMPLOYMENT SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10
PAY BAND/LEVEL: 05 A
BAND: 05 SALARY RANGE \$ 032838 - \$ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 032838 - \$ 042420 SCEIS POSITION #: 61016687

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS
MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE
SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR
THE REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). A HIGH SCHOOL DIPLOMA AND A MINIMUM OF FIVE (5)
YEARS IN A BUSINESS MANAGEMENT POSITION, TWO (2) YEARS OF WHICH ARE
IN A SUPERVISORY CAPACITY.

DESCRIPTION OF DUTIES:
ACT AS THE OFFICE MANAGER THAT WILL PROVIDE & SUPERVISE 3
ADMINISTRATIVE SUPPORT STAFF FOR THE RECRUITING AND EMPLOYMENT
SERVICES BRANCH. ASSIST IN THE RESEARCH & COORDINATION OF RECRUITING
EVENTS TO ACCOMPLISH THE RECRUITING NEEDS OF THE AGENCY. THIS
POSITION WILL HANDLE ALL RECRUITING AND EMPLOYMENT CORRESPONDENCE
RECEIVED VIA E-MAIL APPROPRIATELY AND IN A TIMELY MANNER. ACT AS THE
BUSINESS MANAGER AND WILL BE REQUIRED TO KEY SHOPPING CARTS & ENSURE
THAT SUPPLIES & MATERIALS ARE AVAILABLE FOR THE OPERATION OF THE
BRANCH. MONITOR ALL BRANCH COSTS TO ENSURE THAT BUDGET EXPECTATIONS
ARE NOT EXCEEDED. HANDLE ALL ADVERTISING EFFORTS & ENSURE ACCURATE
PUBLICATION & BILLING. RESPONSIBLE FOR PROCESSING ALL THIRD PARTY
APPLICATIONS, KEYING FINGERPRINT RESULTS AS REQUIRED BY SCLETA,
HANDLING ANY UNCONFIRMED OR POSITION DRUG SCREENS AND THE KEYING OF
ALL PHYSICAL INTO THE AUTOMATED SYSTEM.
COMMENTS:
SUBMIT RESUME WHEN APPLYING FOR THIS POSITION